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JAN 11 1965

MEMORANDUM FOR THE RECORD

SUBJECT : Office of Training Briefing - Registrar Staff

1. Present were: Colonel White, Mr. Bannerman, Mr. Baird, [REDACTED]

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2. In discussing the activities of the Admissions and Information Branch, [REDACTED] reported that there are significant differences in the levels of interest as well as competence of individuals who are assigned responsibility to act as Training Officers for components around the Agency. Some have training as a primary responsibility and are sincerely interested in it, but too many do not take training seriously and are not expected to devote very much of their time to it. While this is not as serious a problem in the Support Directorate as it is elsewhere in the Agency, Colonel White, nevertheless, indicated that he would plan to mention it at his staff meeting.

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3. Attendance statistics for Fiscal Years 1963 and 1964 show that 651 students representing the Support Directorate attended training courses during one year and 650 during the other. However, there was a substantial increase in the interest and enrollment in management and supervision courses after the supervisors orientation program and the increase in enrollments here necessarily means that attendance in other courses has declined. [REDACTED] speculated that the decline may have occurred in enrollment in the Intelligence Orientation Course but she will look into this and furnish some specific figures as well as examples of instances where Support Offices may have declined to send new employees to the IOC. Colonel White also expressed his interest in mentioning this at a staff meeting.

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4. Classroom space continues to be a problem but we may be able to get some relief when the Bureau of Public Roads vacates the lower floors of the Broyhill Building. Mr. Bannerman has already suggested to the Director of Logistics that this possibility be explored.

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External Training Branch will develop a paper presenting the problem and offering recommendations for its resolution.

6. The system of having each Agency component include funds for external training in its own budget has resulted in an erosion of control over external training. Since offices pay for their own training, their people are sent directly to courses without processing through, or even notifying, the Registrar Staff. The Office of Training will develop a Headquarters Notice directed toward bringing this problem under control. The Notice should place an obligation on the Director of Training or the Deputy Director for Support to take specific action in cases where individuals or components fail to comply.

Signed

[REDACTED]
Special Assistant to the
Deputy Director for Support

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cc: ~~Director of Training~~
Chief, Registrar Staff